

# **INSPECT Pharmacy Upload Manual**

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## **IMPORTANT NOTICES**

**IF YOUR SOFTWARE COMPANY OR CORPORATE OFFICE IS SUBMITTING YOUR DATA ON YOUR BEHALF, PLEASE SIMPLY KEEP THIS INFORMATION FOR YOUR RECORDS.**

**ALL OTHER DATA SUBMISSIONS (CD-Rom, Diskette, etc.) SHOULD BE MAILED TO:**

**INSPECT Program  
402 West Washington Street, Room W072  
Indianapolis, IN 46204**

**\*\*PAPER SUBMISSIONS ARE NOT ACCEPTED.**

## **FILENAME FORMAT**

Prior to uploading and selecting the file you wish to upload, you should name the file according to the following format: "username.date of submission.dat". For example, if your username is "150002" and the date of submission for the file is "01/01/05", the filename would read: "150002010105.dat"

## **FIRST DATE OF SUBMISSION**

Your pharmacy's first data submission should be made by February 15, 2005. If you would like to make multiple uploads to minimize the file size, please do so and distinguish each upload by including the number of upload in the filename mentioned above. (IE The first upload would read: "1500020101051.dat"; the second upload would read: "1500020101052.dat").

## SUBSEQUENT DATA SUBMISSIONS

Your pharmacy's subsequent data submissions should be made every **7** days thereafter.

## WEBSITE FOR PHARMACY UPLOAD

<https://extranet.in.gov/pmpwebcenter>

## PHARMACY UPLOAD INSTRUCTIONS

### *Uploading a prescription data file*

The File Upload section allows authorized pharmacy users to upload their own prescription data files.

Step	Action
1	From the menu bar, click <b>Pharmacy Upload</b> . The <b>Pharmacy Upload</b> submenu appears with <b>File Upload</b> and <b>View Uploaded Files</b> as options. Click <b>File Upload</b> and the <b>Pharmacy File Upload</b> page appears.
2	From the <b>Pharmacy File Upload</b> page, click the <b>Browse</b> button and select the file you want to upload.
3	Click the <b>Upload</b> button to upload the file to the system.
4	The system will respond with a message to indicate whether the upload was successful or not and also give you a generated logical name for the file you uploaded if the upload was successful

The screenshot shows the 'PMP Manager' web application interface. At the top, a blue header bar contains the text 'PMP Manager' on the left and 'Welcome, Wal-Mart Pharmacy # 1584 | Logout' on the right. Below the header, a breadcrumb trail reads 'HOME :: Pharmacy File Upload'. On the left side, there is a vertical navigation menu with the following items: 'Home' (highlighted), '+Requests', '+Alerts', '-Pharmacy Upload' (expanded), 'File Upload' (highlighted), 'View Uploaded Files', and 'Messages'. The main content area is titled 'Pharmacy File Upload' and contains a form. The form has a label 'File To Upload' followed by a text input field containing the path 'X:\Base Product 2.0 Deliverables\Tests Files\Pharma' and a 'Browse...' button. At the bottom right of the form is an 'Upload' button with a plus icon.

### ***Viewing and printing summary of uploaded prescription data files***

The View Uploaded Files section allows authorized pharmacy users to view the prescription data files that they have uploaded and print a summary report of the same.

Step	Action
1	From the menu bar, click <b>Pharmacy Upload</b> . The <b>Pharmacy Upload</b> submenu appears with <b>File Upload</b> and <b>View Uploaded Files</b> as options. Click <b>View Uploaded Files</b> and the <b>Pharmacy View Uploaded Files</b> page (as shown below) appears. This page displays all files uploaded by you in reverse chronological order starting with the latest.
2	To view files uploaded by you within a specific period, enter the <b>From Date</b> and <b>To Date</b> for the period and click on the <b>Search</b> button.
3	To print a summary report of all the files uploaded by you, click on the <b>Print Report</b> button. The system opens a new window and displays the report as a PDF file. Click on the printer icon to print a report of the same.
4	To print a summary report of all the files uploaded by you within a specific period, enter the <b>From Date</b> and <b>To Date</b> for the period and click on the <b>Print Report</b> button. The system opens a new window and displays the report as a PDF file. Click on the printer icon to print a report of the same.

PMP Manager
Welcome, Wal-Mart Pharmacy #1584 | Logout

HOME :: Pharmacy View Uploaded Files

Home
+ Requests
+ Alerts
- Pharmacy Upload
File Upload
View Uploaded Files
Messages
My Account
InfoCenter
FAQ

Uploaded Files Summary

1

Viewing records 1-2 of 2

File Name	Date Uploaded	Status	No. of Records	No. of Errors	Print Report
X:\Base Product 2.0 Deliverables\Tests Files\Pharmacy Files\2004March2904476.txt	1/25/2005 10:09:28 AM	Awaiting Processing		0	
X:\Requirements\PMP 2.0 \Pharmacy Upload Test\2904476.txt	11/10/2004 2:37:12 PM	Processed	134	3	

10 records per page

Filter

From Date: To Date: Search

Print Report Cancel

## Pharmacy View Uploaded Files page descriptions

Fields/Buttons:	Descriptions:
<b>File Name</b>	The external file name (when uploaded) for the prescription file.
<b>Date Uploaded</b>	The date the prescription data file was uploaded.
<b>Status</b>	The current status of the uploaded file – Processed, Awaiting Processing, etc.
<b>No. of Records</b>	The number of records processed from the file.
<b>No. of Errors</b>	The number of records that had errors in the file.
<b>Print Icon</b>	Click on this icon to print a report of that file.
Filter Parameters	
<b>From Date</b>	Enter the from date to search for files uploaded within a specific period.
<b>To Date</b>	Enter the to date to search for files uploaded within a specific period
<b>Search button</b>	Click on this button to search for files uploaded within the period specified by the From and To date parameters.
<b>Print Report button</b>	Click on this button to print a summary report of all files uploaded within a specific period.

### ***Printing processing details of an uploaded prescription data file***

The View Uploaded Files section allows authorized pharmacy users to view the processing details of a prescription data file that they have uploaded and print a report of the same.

Step	Action
1	From the menu bar, click <b>Pharmacy Upload</b> . The <b>Pharmacy Upload</b> submenu appears with <b>File Upload</b> and <b>View Uploaded Files</b> as options. Click <b>View Uploaded Files</b> and the <b>Pharmacy View Uploaded Files</b> page (as shown below) appears. This page displays all files uploaded by you in reverse chronological order starting with the latest.
2	Click on the row that displays the file you want to view processing details for.
3	The system opens a new window and displays the processing details as a PDF document. Click on the printer icon to print a report of the same.

### **Frequently Asked Questions**

**1. Q: What forms of ID are approved beyond state generated picture ID or military ID?**

A: Identification number is defined under IC 35-48-7-5 (please see below)

**2. Q: Do locations that service jail populations need a state ID for Controlled Substance dispensing?**

A: No.

**3. Q: Which ID is more important? Person dropping off the Rx or the person picking up the Rx?**

A: The law does not specify which is more important, it only states that the recipient's or recipient's representative's identification must be transmitted each time a controlled substance is dispensed.

**4. Q: Does the ID need to be written on the hard copy of the Rx, as well as entered on the computer?**

A: No, the Indiana law does not require that the ID number be written on a hard copy.

**5. Q: Can data be transmitted more often than every 7 days?**

A: Yes.

**6. Q: What should be done on refills?**

A: The law does not differentiate between initial dispensing and refills.

PLEASE VIEW OUR POLICES OF USE AND RELEVANT STATUTE AT: [WWW.IN.GOV/INSPECT](http://WWW.IN.GOV/INSPECT)

## RELEVANT PORTIONS OF INDIANA LAW

### IC 35-48-7-5

Sec. 5. As used in this chapter, "identification number" refers to the following:

(1) The unique number contained on any of the following:

(A) A valid driver's license of a recipient or a recipient's representative issued under Indiana law or the law of any other state.

(B) A recipient's or a recipient representative's valid military identification card.

(C) A valid identification card of a recipient or a recipient's representative issued by:

(i) the bureau of motor vehicles as described in IC 9-24-16-3; or

(ii) any other state and that is similar to the identification card issued by the bureau of motor vehicles.

(D) If the recipient is an animal:

(i) the valid driver's license issued under Indiana law or the law of any other state;

(ii) the valid military identification card; or

(iii) the valid identification card issued by the bureau of motor vehicles and described in IC 9-24-16-3 or a valid identification card of similar description that is issued by any other state; of the animal's owner.

(2) The identification number or phrase designated by the central repository.

As added by P.L.163-1994, SEC.5.

### IC 35-48-7-6

Sec. 6. As used in this chapter, "recipient" means an individual for whom a controlled substance is dispensed.

As added by P.L.163-1994, SEC.5.

### IC 35-48-7-7

Sec. 7. As used in this chapter, "recipient representative" means the individual to whom a controlled substance is dispensed if the

recipient is either less than eighteen (18) years of age or unavailable to receive the controlled substance.

As added by P.L.163-1994, SEC.5.

### IC 35-48-7-8

Sec. 8. The advisory committee, shall provide for a controlled substance prescription monitoring program that includes the

following components:

(1) Each time a controlled substance designated by the advisory committee under IC 35-48-2-5 through IC 35-48-2-10 is

dispensed, the dispenser shall transmit to the central repository the following information:

(A) The recipient's name.

(B) The recipient's or the recipient representative's identification number.

(C) The recipient's date of birth.

(D) The national drug code number of the controlled substance dispensed.

(E) The date the controlled substance is dispensed.

(F) The quantity of the controlled substance dispensed.

(G) The number of days of supply dispensed.

(H) The dispenser's United States Drug Enforcement Agency registration number.

(I) The prescriber's United States Drug Enforcement Agency registration number.

(J) An indication as to whether the prescription was transmitted to the pharmacist orally or in writing.

(2) The information required to be transmitted under this section must be transmitted not more than seven (7) days after the date on which a controlled substance is dispensed.